INFORMATION NOTICE

WORKFORCE SERVICES

EDD Employment Development Department State of California

Number: WSIN07-61

Date: June 5, 2008
Expiration Date: 7/5/10
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: JTA SYSTEM VERSION 4.42 RELEASE

The purpose of this Information Notice is to inform you that the Workforce Services Division (WSD) will release the Job Training Automation (JTA) System Version 4.42 on the weekend of June 6, 2008. The JTA system software will be available beginning Monday, June 9, 2008. A number of the changes in this release are being done to facilitate the business flow in the Local Learning Labs (LLL). Policy guidance governing the implementation of these JTA System LLL changes may be found in Learning Lab Draft Directive LLDD-10. The option to implement some of these changes throughout the Workforce Community will be addressed in a subsequent Workforce Services Directive.

Significant changes in this system release designed to implement Integrated Service Delivery include: Documentation of Eligibility, Case Notes, and CalJOBS^{SM} Job Seeker data transfer. In addition, this release includes revision to the Educational Function Level codes for youth testing.

Below is a detailed description of the changes included in this release.

WIA System

Programs Modified

Log #6333   **EYTS – Enter Youth Test Score**
                       LYTS – Load Youth Test Score

This change adds Agency Code and Staff ID data elements to the entry and load programs to enhance ad hoc reporting capabilities.

In addition, a change will be made to modify the test score entry screen and related programs to revise the Educational Function Levels (EFL) as specified in the federal guidance (TEGL 17-05, Change 1). One lookup table (d_ed_lvl) has been created for the educational levels. The old lookup table (d_esl_ed_lvl) has been removed. Attachment 1 provides a crosswalk of the old to new EFL code structure.

Log #6344   EWIR – Enter WIA Application Form
**   #6375   LWIR – Load WIA Application Form**

This change modifies the application entry screen, after entry of a client SSN, to initiate a search against the Job Seeker (job_seeker) table (data transferred from CalJOBS^{SM} registration). For integration purposes, if a SSN matching record is identified on the table the record is accessed and the data is used to auto-populate fields on the application screen. If no matching record is found or if the job_seeker table is not available, a message will display "Matching CalJOBS^{SM} record not found". Also, a record match will initiate for the WIA Wagner Peyser (wia_app.wagnr_peysr) field be set to "1" (yes). Attachment 2 provides a view of the Job Seeker Table data elements.

In addition, this change modifies the application entry screen to require the following data elements to be completed when the client age is <18: Pregnant/Parenting Youth (preg_parent_yth), Youth Needing Additional Assistance (yth_need_addtl), and Runaway Youth (runaway). Programming adjustments were made to the load (LWIR) and extract (XWID) to accommodate this action.

Log #6345   ENOT – Enter Case Notes

This change adds a new integration program to implement a case note entry function in the JTA System. Attachment 3 provides a view of the JTA Case Note entry screen to be added to the system and a general procedure to access and use the screen.

Log #6346   EDOE – Enter Documentation of Eligibility
**   #6369   LDOE – Load Documentation of Eligibility**

This change adds new integration related programs to implement a new data entry screen and a load program for end-users to verify and record information regarding eligibility documentation presented by clients to comply with program eligibility requirements. Attachment 4 provides a view of the Documentation of Eligibility entry screen that will be added to the system and a general procedure to access and use the screen.

Log #6352   EWIT – Enter WIA Exit Form
**   #6370   LWIT – Load WIA Exit Form**

This change adds an edit to initiate a data check to ensure that if the Exit Education Status (exit_educ_stat) = "1" or "3" (high school student or high school dropout, respectively), then the Type of Degree Attained (Exit Form, Field 09; degree_type) cannot = "1", "2", "3", or "4" (diploma/GED/degree).

This changes adds an edit to disallow screen access and does not permit the load of exit screen data if a Subgrantee Code for integration Learning Labs exists in the Learning Lab (learn_lab) Table and the participant is only enrolled in grant codes with any of the following grant groups (24, 51, 52, 53, 57, 59, 62, 66, 67).

Data Script Modification - A change is being made to the system attributable to the Integration Service Delivery project, which involves the conversion of Wagner Peyser Act related activity codes. Activity codes previously used in coordination with the Program Activity Support System (PASS) have been aligned with the existing activities/training codes utilized in the JTA System. These new codes must be used to identify the type of service delivered when a client is registered and provided an intensive service. Attachment 5 provides a list of new codes and a crosswalk of codes that have been matched to the JTA enrollment activity program.

Data Scripts

- ➢ s4420efl.sql - Added new values to d_ed_lvl, d_func_area, d_wia_test_type. Converts existing data in wia_test and wia_ipd_test.

- ➢ s4410menu.sql – Added MTAA to the menu structure.

- ➢ s4420menu2.sql - Added ENOT, EDOE, LDOE, and MTAA to the menu structure.

- ➢ s4420act.sql – Add new activity codes for integration.

- ➢ s4420lab - Added values to the learn_lab table.

- ➢ s4420ver.sql – Updates version.

Database Changes

Added new tables:

- ➢ case_notes
- ➢ doc_eligy
- ➢ learn_lab

Added fields to the following tables:

- ➢ wia_app   "integ_dnld_dt"
                       "assmt_indctr"
                       "assmt_text"
                       "referral_indctr"

- ➢ wia_test   "wia_agcy_cd"
                       "test_staff_id"

Note To Timeshare JTA System Users — This release will be installed over the weekend. Please do not access your system from Friday, June 6, 2008, at 5:00 pm through Monday, June 9, 2008, at 8:00 am.

Note To Standalone JTA System Users — The release files will be available on Wednesday, June 11, 2008, on the FTP site at endor.jta.edd.ca.gov and on the timeshare server at jta.cahwnet.gov.

Should you have any questions regarding this JTA system release, please call the JTA Help Desk at (916) 653-0202.

/S/ BILL BURKE   /S/ BOB HERMSMEIER
    Assistant Deputy Director   Chief
    Workforce Services Branch   Workforce Services Division

Attachments

Youth Test Form – Educational Function Level (EFL) Code Crosswalk

New EFL	Old EFL	ABE	ESL	Basic Skills Deficient (BSD)
1	1	n/a	Beginning ESL Literacy	BSD
2	1	n/a	Low Beginning ESL Literacy	BSD
3	1	Beginning ABE Literacy	High Beginning ESL Literacy	BSD
4	2	Beginning Basic Education	Low Intermediate ESL	BSD
5	3	Low Intermediate Basic Education	High Intermediate ESL	BSD
6	4	High Intermediate Basic Education	Advanced ESL	BSD
7	5	Low Adult Secondary Education	Exit ESL	Not BSD
8	6	High Adult Secondary Education	n/a	Not BSD

Integration Service Delivery - Job Seeker Table

Data elements are extracted from CalJOBS℠ and stored in the JTA System via the Job Seeker Table. To minimize the duplication of data entry, entering a SSN on the WIA Application Screen will initiate a record search against this table. A SSN match will trigger a load of the participant record and the available data elements will by used to auto-populate field on the application screen.

TABLE: Job Seeker   DB Name: job_seeker

Data Element		Element Name	Field/Size
SSN	P	ssn	char(11)
Client Last Name		clnt_last_nam	char(25)
Client First Name MI		clnt_first_nam	char(15)
Date of Birth		dt_of_birth	date
Gender		gendr	char(1)
Ethnicity		ethnic	char(3)
Ethnicity2		ethnic2	char(3)
Ethnicity3		ethnic3	char(3)
Ethnicity4		ethnic4	char(3)
Ethnicity5		ethnic5	char(3)
Ethnicity6		ethnic6	char(3)
Applicant Address		app_adrs	char(30)
Applicant City		app_city	char(30)
Applicant State		app_st	char(2)
Applicant Zip 5 Digit		app_zip	char(5)
Applicant Phone		app_ph	char(12)
Citizenship Status		ctznshp	char(1)
Work Eligible		work_eligible	char(1)
Disabled		wia_dsabl	char(1)
Veteran Status		vet_stat	char(1)
Veteran Disabled		vet_dsabl	char(1)
Veteran Campaign		vet_campgn	char(1)
Spouse Veteran		spouse_vet	char(1)
Veteran Separation Date		vet_sep_dt	date
Farmworker Program		farmwrkr_pgm	char(1)
WIA Labor Force Stat		wia_labor	char(1)
Assessment Indicator		assmt_indctr	char(1)
Assessment Text		assmt_text	char(25)
Referral Indicator		referral_indctr	char(1)
Last Activity Date		last_actvy_dt	date
JTA Exit Date		jta_exit_dt	date
JTA Download Date		jta_dnld_dt	date
Original Entry Date		orig_entry_dt	date
Modification Date		mod_dt	date

ENOT – Enter Case Notes JTA Screen

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ENOT                        Enter Case Notes                      ! ! ! ! ! !

01 App Num   UUUUUUU
SSN  999-99-9999            Name ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !

New Case Note
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MM/DD/YYYY HH:MM:SS   Operator ID ! ! ! ! ! ! ! !
(existing case notes are displayed here with scrolling through this area)
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GENERAL INSTRUCTIONS AND GUIDANCE FOR ENOT ACCESS AND USAGE

The new Case Note Entry screen provides local area staff the ability to generate and store case note entries as it pertains to the delivery of service(s) to program participants.

Accessing the new screen can be initiated using the following steps:

Menu Navigation – the case note screen can be accessed by navigating through the Job Training Automation menu structure;

> MAIN > MWIA (2. Menu WIA) > MWIS (1. Menu WIA Screens) > ENOT (14. Enter Case Notes).

Record Access - entering the Application Number (App #) on the screen will initiate search action:

- If an App # matches, an existing case note record will be displayed and set to UPDATE mode;
- If no App # match occurs, a blank record will be displayed and set to ADD mode;
- If a record exists, but is locked the display will be set to VIEW ONLY mode.

Entering New Notes - A new case note entry can be typed into the upper entry area (a maximum of 280 characters).

Existing Notes – Existing notes can be viewed by scrolling through in the lower entry area. Existing notes cannot be deleted or updated.

Saving Case Notes - To file or save the case note screen to the database press the <F5> Function Key.

EDOE – Enter Documentation of Eligibility JTA Screen

This program is used by the end-user staff to enter documentation of eligibility data. After reviewing documentation presented by a participant, the Local area staff will use this program to record and enter documentation of eligibility with the goal of moving to a paperless environment and saving time during the data validation activity. General instructions are provided following the display images below.

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EDOE                      Enter Documentation of Eligibility            ! ! ! ! ! !

App Num  UUUUUUU           Agency Code ! ! ! ! !
SSN      999-99-9999       Name ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !
Resume Flag ! ! !          Referred to ! ! ! ! ! ! ! ! ! ! ! ! ! ! !
Assessment  ! ! !          Assessment Text ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !

Section A – Birth Date
Baptismal Record              !    Hospital Record of Birth        !
Birth Certificate             !    Public Assist/Social Services       !
DD-214                        !    School Records or ID Card          !
Report of Transfer or Discharge   !   Work Permit                !
Driver's License              !    Cross Match w/Vital Statistics       !
Federal, State or Local ID Card   !    Tribal Records               !
Passport                      !
Verif Date MM/DD/YYYY    Case Worker Signature ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !

Section B – Income Eligibility
Low Income           !    Documentation ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !
TANF                 !    Documentation ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !
Other Public Assist  !    Documentation ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !
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Page 2

EDOE                      Enter Documentation of Eligibility             ! ! ! ! ! !

Section C – Dislocated Worker
Verification of Employer      !
Rapid Response List           !
Notice of Layoff              !
Public Announcement           !
Self-Attestation              !

Section D – Selective Services
Acknowledgement Letter        !    Registration Record (Form 3A)      !
DD-214                        !    Verification Form            !
Screen Print of Verification  !    Stamp PO Receipt of Registration    !
Status Information Letter     !    Other (see case notes)          !
Registration Card             !

Section E – Veterans Status
DD-214                        !
Veterans Administration Letter    !
Verif Date MM/DD/YYYY   Case Worker Signature ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !
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Continue – EDOE JTA Screen

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Page 3

EDOE                          Enter Documentation of Eligibility              ! ! ! ! ! !

Section F – U.S. Work Authorization

List A – Verification Document Establishing Identity/Employment Eligibility
U.S Passport                        !    Employment Authorization Document    !
Permanent Resident/Alien Reg Card   !    Unexpired Foreign Passport with      !
Unexpired Foreign Passport      !    Unexpired Arrival/Departure Rec     !

List B - Verification Document Establishing Identity
State Issued Driver's License/ID       !    U.S. Coast Guard Merchant Mariner !
Federal, State or Local ID card        !    Native American tribal document     !
School ID card                     !    Canadian Driver's license        !
Voter's registration card          !    School record or report card         !
U.S. Military card or draft record     !    Clinic, doctor, hospital record      !
Military Dependent ID card          !    Day-care or nursery school record   !

List C – Verification Document Establishing Employment Eligibility
U.S. Social Security Card          !    U.S. Citizen ID Card (Form I-197)    !
Certification of Birth Abroad       !    Resident Citizen U.S. ID Card        !
Birth Certificate                  !    Employment authorization document     !
Native American Tribal document        !
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GENERAL INSTRUCTIONS AND GUIDANCE FOR EDOE ACCESS AND USAGE

This new screen provides local area staff the ability to verify and store document information provided by clients.

Accessing the new EDOE screen can be initiated using the following steps:

Menu Navigation – The screen can be accessed by navigating through the Job Training Automation menus:

> MAIN > MWIA (2. Menu – WIA) > MWIS (1. Menu – WIA Screens) > EDOE (13. Enter – Doc of Eligibility)

Retrieving a Record – entering an Application Number (App #) on the opening screen will initiate search action:

- If an App # matches, an existing screen record will be displayed and set in the UPDATE mode;
- If no App # match occurs, a blank record will be displayed and set in the ADD mode;
- If the record exists, but is locked the display will be set in the VIEW ONLY mode.

Document Review – Local staff will review forms and documents presented by the client.

Data Entry – Enter "1" (yes) on the appropriate line item in the screen that corresponds to the document presented by the client to validate the review of the form and information, as needed, obtained from the form. All data fields on the entry screens default to "2" (no).

Saving the Screen – To file or save the screen to the database press the <F5> Function Key.

CONVERSION OF PASS SERVICE CODES TO JTA

For the Integration Service Delivery process, the following is a list of Program Activity Support System (PASS) activity codes that have been converted to align with the Job Training Automation (JTA) activity/training code structure. Most of the existing codes were assigned codes (crosswalk list below) that matched current JTA codes. A few program activities were assigned new codes. As clients are registered for intensive services, these codes must be used to identify provided services.

CalJOBS^{SM} SERVICES	JTA ACTIVITY CODES
NEW CODES ESTABLISHED	
Intensive Services	
Order Search (Vet)	JTA - 43
Bonding Assistance	JTA - 44
WOTC Eligible (conditional certification)	JTA - 45
Core Services	
Local Office Orientation (IAW)	JTA - 18
Job Fair Information	JTA - 19
CROSSWALK CODES	
Workshop (short)	JTA – 14
Workshop (long)	JTA – 14
Workshop (resume)	JTA – 14
CalJOBS^{SM} Workshop	JTA – 14
Job Development Contact	JTA – 11
Other Supportive Services	JTA – 84
Referral to Supportive Services	JTA – 15
Welfare Services	JTA – 84
Job Club Participation	JTA – 14
Referral to Job	JTA – 12
Follow-up	JTA – 10
State/Local Education (Vet)	JTA – 50
Employment Plan	JTA – 32
Employment Development Plan	JTA – 32
Assessment Service (Vet)	JTA – 31
Vocational Guidance	JTA – 35
County Veterans Service Officer	JTA – 84
Dept. of Veterans Affairs	JTA – 84
CDC 30-day Follow-up	JTA – 84
Health Services	JTA – 84
Veteran Service Organizations	JTA – 84
Specific LMI	JTA – 15
Placed in Training Other (Vet)	Use Appropriate Training Code
WIA Training (Vet)	Use Appropriate Training Code